NAVY RESERVE ENLISTED PERSONNEL MANAGEMENT (PERS-913)

PERS 913 Branch Head (901) 874-4713
PERS-913 Assistant Branch Head (901) 874-4510
PERS-913 LPO (901) 874-3314

Navy Personnel Command Millington, Tennessee

PERS - 913
ADMINISTRATION BRANCH

- SELRES ADMINISTRATIVE SEPARATIONS (ADSEP)
- SELRES HYT WAIVERS
- AGE 60 WAIVERS
- RE-4 UNSAT ENLISTMENT WAIVERS
- CONDITIONAL RELEASES (DD FORM 368)
- TIME IN GRADE (TIG) WAIVERS E7 – E9
- SELRES PHYSICAL READINESS PROGRAM (PRP) REPORTING
- FTS CONVERSION/RECALL

ADMINISTRATIVE SEPARATIONS

PERS 913 IS ADSEP AUTHORITY FOR ALL ENLISTED SELRES SEPARATION REQUESTS.

- FTS/REGNAV ADSEPS are submitted to PERS-832

CO'S HAVE LOCAL ADSEP AUTHORITY WHEN
(ALL must apply):

a. CO is an O4 or above,
b. Not under original MSO,
c. Characterization is HON or GEN

CO'S DO NOT HAVE LOCAL ADSEP AUTHORITY WHEN
(only one has to apply):

a. Under initial MSO,
b. Characterization is OTH
c. CO is an O3 or below

- Reference: MPM 1910-704 and BUPERSINST 1001.39F Chapter 8

MOST COMMON TYPES OF ADSEPS

- Unsatisfactory Participation MPM 1910-158
- Misconduct - Pattern of Misconduct MPM 1910-140
- Misconduct - Drug Abuse MPM 1910-146
- Physical Fitness Assessment Failure MPM 1910-170

- Refer to Military Personnel Manual (MPM) 1910-010 through 1910-900 and DODI 1332.14 for all other ADSEP's

COMMON ERRORS

COMMON ERRORS FOUND IN ADSEP PACKAGES WHICH DELAY FINAL DISPOSITION:

- Supporting documentation missing from package.
- NRA submits ADSEP package to PERS 913 less than 30 days from the member's receipt of ADSEP notification (MPM 1910-408).
- Letter of Transmittal being signed "By direction", or not in the correct format. (MPM 1910-600).
- Other Than Honorable (OTH) separations conducted at NRA level without proper authority (MPM 1910-704).
- NRA conducting local ADSEP on members with MSO remaining (MPM 1910-704).

COMMON ERRORS

Common Errors found in ADSEP packages which delay final disposition:

- MPM 1910-156 used for Unsatisfactory Drill Participation, use MPM 1910-158
- MPM 1910-124 used for personnel that fail to update the Family Care Plan Certificate, use MPM 1910-158 due to failing to respond to official correspondence.
- Incorrect NAVPERS 1910 submitted (i.e. 1910/32 used when characterization of OTH is or should be pursued).
- Incorrect or missing page 13 for Pattern of Misconduct ADSEPs (Must use the page 13 shown in MPM 1910-204).
- Missing Urinalysis Register on cases involving Drug Use.
- Missing Admin Board Recommendations and Findings when a board was held.

SELRES HIGH YEAR TENURE WAIVERS

- **REQUIRED DOCUMENTATION:**
  a. NAVPERS 1306/7
  b. Unit CO endorsement
  c. NOSC CO endorsement
- **CAN BE SUBMITTED UP TO ONE YEAR PRIOR TO HYT LIMITING DATE**
- **CURRENT SELRES HYT LIMITS ARE AS FOLLOWS:**

E-9 - 30 Yrs
E-8 - 26 Yrs
E-7 - 24 Yrs
E-6 - 24 Yrs
E-5 - 20 Yrs
E-4 - 12 Yrs
E-3 - 10 Yrs
E1/2 - 6 Yrs (Not Eligible for HYT waiver)

- Reference: MPM 1160-130

SELRES HIGH YEAR TENURE WAIVERS

- **HYT IS NOT AN ELIGIBILITY FACTOR FOR ADOS ORDERS:**
  - Active Duty for Special Work (ADSW)
  - Temporary Recall

- **HYT IS NOT AN ELIGIBILITY FACTOR IN MOBILIZATION IDENTIFICATION**

- **SAILORS WHO REACH THEIR SELRES HYT DATE DURING A PERIOD OF MOBILIZATION SHALL NOT BE DEMOBILIZED DUE TO THIS STATUS.**

- Reference: MPM 1160-130

SELRES HIGH YEAR TENURE WAIVERS

- **HYT waiver requests which are of a strictly "personal convenience nature" will not be approved and should not be submitted. Examples of such waiver requests include (but are not limited to):**
  - Personnel who desire to obtain the necessary service to participate for advancement. COs may not extend SELRES to await examination results.
  - To permit a SELRES to have a more personally advantageous date for retirement (i.e., member desires to retire in summer months).
  - To increase member's anticipated financial entitlements based on length of military service

- Reference: MPM 1160-130

AGE 60 WAIVERS

PERS 913 CAN APPROVE AGE WAIVERS FOR ENLISTED RESERVE PERSONNEL UP TO AGE 63 IN A PAY OR NON-PAY STATUS.

- Personal letter via the Unit CO/NOSC CO
- Submit prior to reaching age 60
- Normally will only be approved for members who do not yet have 20 qualifying years, but can attain 20 qualifying years prior to turning 63.

- Reference: BUPERSINST 1001.39F Chapter 1

SELRES ENLISTMENT WAIVERS

PERS-913 IS THE WAIVER AUTHORITY FOR PERSONNEL ATTEMPTING TO RE-ENTER THE NAVY.

- Waivers are granted for the following reasons
  - High Year Tenure
    - » Generally will only be considered for members who are in a critical rating or possess a critical Navy Enlisted Classification (NEC) Code
  - RE-4 Reenlistment Code for administrative separation due to Unsatisfactory Participation (drills only)
    - » Requires written approval from the CO of the NOSC to which the member will be assigned

- Reference: BUPERSINST 1001.39F Chapter 5

CONDITIONAL RELEASE (DD FORM 368)

PERS 913 IS THE APPROVAL AUTHORITY FOR ALL REQUESTS FOR CONDITIONAL RELEASE FROM MEMBERS OF THE NAVY RESERVE.

- Documents required:
  a. DD Form 368
  b. NOSC CO's endorsement
  c. Prior DD 214's (when applicable)

- Reference: BUPERSINST 1001.39F Chapter 7